

PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS OR QUOTERS

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE JUN 1988
IAW FAR 52.107(a)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

L-1H. 52.204-6 CONTRACTOR IDENTIFICATION NUMBER--DATA DEC 1996
UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER
(IAW FAR 4.603(a))

L-8. 52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL SEP 1990
DEFENSE USE
(IAW FAR 11.604(a))

For the purposes of this provision, the blanks are completed on the cover sheet.

L-33. 52.215-5 SOLICITATION DEFINITIONS JUL 1987
(IAW FAR 15.407(c)(1))

L-34. 52.215-7 UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS APR 1984
(IAW FAR 15.407(c)(3))

L-35. 52.215-8 AMENDMENTS TO SOLICITATIONS DEC 1989
(IAW FAR 15.407(c)(4))

L-36. 52.215-9 SUBMISSION OF OFFERS JUL 1995
(IAW FAR 15.407(c)(5))

L-37. 52.215-10 LATE SUBMISSIONS, MODIFICATIONS, AND AUG 1996
WITHDRAWALS OF PROPOSALS
(IAW FAR 15.407(c)(6))

L-38. 52.215-12 RESTRICTION ON DISCLOSURE AND USE OF DATA APR 1984
(IAW FAR 15.407(c)(8))

L-39. 52.215-13 PREPARATION OF OFFERS APR 1984
(IAW FAR 15.407(d)(1))

L-40. 52.215-14 EXPLANATION TO PROSPECTIVE OFFERORS APR 1984
(IAW FAR 15.407(d)(2))

L-41. 52.215-15 FAILURE TO SUBMIT OFFER JUL 1995
(IAW FAR 15.407(d)(3))

L-42.	52.215-16	CONTRACT AWARD (IAW FAR 15.407(d)(4))	OCT 1995
L-42G.	52.215-16	ALTERNATE II (IAW FAR 15.407(d)(4)(ii))	OCT 1995
L-59C.	52.215-36	LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS (OVERSEAS) (IAW FAR 15.407(c)(9))	AUG 1996
L-65C.	52.216-1	TYPE OF CONTRACT (IAW FAR 16.105)	APR 1984

For the purposes of this provision the blank(s) are completed as follows:
Fixed Price Incentive Fee (FPIF)

L-91.	52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW (IAW FAR 22.810(c))	APR 1984
L-120.	52.233-2	SERVICE OF PROTEST (IAW FAR 33.106(b))	AUG 1996

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgement of receipt from Commander, 82d Contracting Squadron.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L-125.	52.237-1	SITE VISIT (IAW FAR 37.110(a))	APR 1984
L-141.	52.252-5	AUTHORIZED DEVIATIONS IN PROVISIONS (IAW FAR 52.107(e))	APR 1984

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

RESERVED

L-607. 5352.236-9004 SITE VISIT

JUL 1993

(IAW AETCFARS 5336.210 and 5337.110(a))

A site visit is scheduled for 9:00 AM on 14 May 97. Bidders/offers should be at the 82 CONS/LGCV, 126 K AVENUE, BLDG 1664, SHEPPARD AFB TX at this time and date to view the work site and present pertinent questions. Bidders/offers should visit the site and take such other steps as may be reasonably necessary to ascertain the nature and location of work, and the general and local conditions which can affect the work or cost thereof. Failure to do so will not relieve bidders/offers from responsibility for estimating properly the difficulty or cost of successfully performing the work. The Government will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the invitation for bids/request for proposals, the specifications, or related documents. In this regard, bidders/offers should note Contract Clause FAR 52.236-3, Site Investigation and Conditions Affecting the Work.

L-608. 5352.236-9005 PREPERFORMANCE CONFERENCE

JUL 1993

(IAW AETCFARS 5336.305)

Offers/bidders are hereby advised, if they are awarded a contract as a result of this solicitation, they may be required to appear at the 82 CONS/LGCV, 136 K AVENUE, SHEPPARD AFB TX, Building Number 1664, AT A TIME TO BE DETERMINED BY THE CONTRACTING OFFICER, to attend a preperformance conference prior to commencement of any work on the military installation.

FIXED PRICE INCENTIVE (FIRM TARGET) CONTRACT

The ingredients of a Fixed Price Incentive (FPIF) contract arrangement are as follows:

Target Cost

Target Profit

Target Price

Ceiling Price

Sharing Formula:

Government/Contractor

Over Target (%)

/

Under Target (%)

/

a. The target cost should be the contractor's best estimate of anticipated total cost for performance of the work as set forth herein. The Government considers a good target cost to be one permitting both parties to be in agreement that there is equal chance of either overrunning or underrunning costs. The judgment to be used is based on all complete and current facts which are available at the time the proposal is prepared. The main functions of the target cost are:

- (1) To provide a goal for internal management
- (2) To establish the profit level (with target profit) of the sharing agreement and
- (3) To provide a basis for funding the contract.

When the contract is completed, the Contractor submits a statement of allowable cost incurred in the performance of the contract. These costs are then audited to determine allocability of the contract and to point out any costs which are not allowable. These data, the Contractor's statement and the auditor's report are then used to determine the settlement of final contract price and profit as set forth in Section 1, Contract Clause, FAR 52.216-16, entitled "Incentive Price Revision-Firm Target".

b. The target profit should be a reasonable profit for the work to be done. The target profit is that part of the estimated contract price objective or value which is a realistic reflection of the risk involved for the total task to be performed and of the requirement placed upon the contractor.

c. Target price is the sum of the target cost and target profit.

d. The ceiling price is the maximum dollar amount for which the Government is liable. This factor should be expressed as a percentage of the target cost.

e. The sharing formula reflects the joint responsibility in the ultimate (final) cost which is translated into a sharing between the Government and the contractor in any dollar difference between the target costs and the final costs as determined at contract completion. In the sharing ratio (x/y), x is always the Government share and y the contractor's share of any underrun or overrun which is added to or subtracted from the target price. The shares must always total 100%. Different share ratios for above and below are permissible.

TARGET AND CEILING PRICE AND SHARE RATIOS

Each offeror's target price and ceiling price must be the same percentage of its target cost for each contract period offered. Also, the share ratios must be the same in the option years as specified in the basic period.

UNREALISTIC PROPOSALS

Offerors are advised that unrealistically low price or cost estimates, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has made an improvident proposal.

DISPOSITION OF PROPOSALS

Proposers will have ten working days after date of award to pickup all copies of their cost and technical proposals, except originals, which will be made a part of the official contract file. After that date, they will be disposed of.

PROPOSAL SUBMISSION REQUIREMENTS

a. Purpose. These instructions prescribe the format of the proposal and describe the approach for the development and presentation of proposal data. The instructions are designated to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of the proposal. Offerors are cautioned to follow the detailed instructions fully and carefully, as the Government reserves the right to make an award based on initial offers received, without discussion of such offers.

b. The following specific instructions are applicable to the listed sections of the solicitation. Provide the completed documentation in the original copy of the cost proposal.

(1) Section A. Complete the "Offer" part of the Standard Form 1447. An authorized official of the firm must sign the Standard Form 1447.

(2) Section B. Price information will be entered in Section B.

(3) Section K. Complete the appropriate representations, certifications, etc in the section.

(4) Section L. Provide all information/documentation specifically requested in this section.

c. Cost Proposal. The cost proposal should provide a complete breakdown of costs including direct labor hours and rates, labor overhead, material costs, subcontract costs, G&A, profit, etc. This breakdown should be sufficient to allow the Government to perform a complete cost analysis and audit if necessary. It should be detailed by functions and cost element which can readily be related to the various segments of your technical proposal. The cost breakdown for each functional area as set forth in Section C should include, but not limited to the following details:

(1) Number of personnel or man-year requirements for each activity or job classification.

(2) Average annual salary and total personnel cost.

(3) Evidence of Financial Capability. Financial capability shall be evidenced in the cost proposal by a current financial statement of the individual firm or corporation, certified by a reputable independent accounting firm, if practicable, or at least by an authorized officer of the organization. In addition to the above, submit evidence of availability of operating capital which will be used for the performance of the resultant contract.

(4) The cost proposal shall be submitted in an original and two copies.

d. Technical Proposal. The technical proposal shall contain sufficient information to enable the evaluator to make a complete analysis of the proposal with respect to the evaluation criteria listed below and in Section M. All available information pertaining specifically to those criteria should be included, as well as any other information which the offeror feels would demonstrate his ability to accomplish the project. The technical proposal shall contain no specific cost information and shall be separate from the cost proposal. The technical proposal shall be submitted in an original and three copies and will be limited to 175 pages.

(1) General Information. The Performance Work Statement (PWS) is provided to indicate what the Government expects of the successful offeror. Proposals should explain how the offeror intends to perform to meet those requirements. Reprinting of the provisions of the PWS will not be condoned and may result in the entire proposal being unacceptable.

(2) The technical proposal shall be organized and presented in the following manner.

- | | |
|---------------|---------------------------------------|
| 1. 5 Sections | Section 1 - Introduction |
| | Section 2 - Manpower and Organization |
| | Section 3 - Understanding the Mission |
| | Section 4 - Mobilization Plan |
| | Section 5 - Past Experience |

2. Each section (except Section 1) should be divided (tabs, attachments, or similar method) by functional area: Supply or Fuels. Pages in each section should be easily removed and replaced (use 3-ring or similar binder) to facilitate page changes. Any pages that are changed should be of a different color and have changed information clearly marked in the margin of the page.

3. Page size shall be 8 1/2 x 11 inches printed in a type size not less than 12 point with space and a half between lines and a one inch margin on all sides. The type shall average 12 characters per inch with any common type face. Pages may be printed on one or both sides. More than one column of information per page is not acceptable and photo reduction of other than, drawings, charts and tables is prohibited. Ensure that graphs, drawings, charts or tables are clearly legible. Foldout pages shall fold entirely within the volume. Total page count will be determined by the number of printed pages (printing on both sides of the paper will be counted as two pages). Pages should be numbered so that a total page count can be easily made within each section. Except for tabs or dividers, all portions of submitted proposals (including Section 1) will be included in the maximum number of pages specified. Pages in excess of the maximum will be removed from the proposals and returned to ensure that they are not evaluated.

4. Offerors are advised that the evaluation and review of technical proposals are conducted in strict confidence in that evaluation personnel review and rate each proposal without knowledge of the name of the proposer. Accordingly offeror names, logo's, addresses or other common identification shall not appear on any part of the technical proposal. Binders used should have identifying information which is easily removable such as a pull out sheet on the outside of the binder. Failure to comply with this paragraph may render a proposal ineligible for consideration.

e. Offerors must submit separate cost and technical proposals.

PART IV - REPRESENTATIONS AND INSTRUCTIONS
SECTION M
EVALUATION FACTORS FOR AWARD

M-16C. EVALUATION CRITERIA FOR AWARD
(IAW FAR 15.406-5(c))

For the purposes of award, offers will be evaluated based on the following factors, listed in descending order of importance:

- (1) TECHNICAL
 - (a) MANPOWER AND ORGANIZATION
 - (b) UNDERSTANDING THE MISSION
 - (c) MOBILIZATION PLAN
 - (d) PAST EXPERIENCE

(2) COST/PRICE

Each technical area will be evaluated to assess (1) proposal data compliance and (2) understanding the requirements/soundness of approach.

During the technical evaluation process, comparisons are made between manpower proposed in the technical proposal and manpower cost in the cost proposal (raw numbers only). The presentation of manpower in both proposals should be in a format to allow this comparison to be made easily. The purpose of this comparison is to ensure manpower as presented to the technical team matches that presented in the cost proposal as to numbers and skill levels in each functional area of the organization proposal.

Cost/Price Evaluation Procedures

a. Cost/Price will not be given a color code. Review of the contractor cost data will consist of analysis to determine the following:

- (1) Completeness. All information required by the RFP has been submitted and tracks to PWS requirements.
- (2) Realism. Costs are compatible with proposal scope and local conditions.
- (3) Reasonableness. Costs are fully justified and supported.

NOTICE FOR OPTIONS: Price will be evaluated by adding the extended prices for basic award and option quantities, if applicable.

M-600. 5352.217-9001 EVALUATION OF OPTIONS
(IAW AETCFARS 5317.208(c))

JUL 1993

The Government will evaluate offers for award purposes by adding the prices of all option years to the price of the basic contract period. In conjunction with this evaluation, all prices will be converted to a present value cost using a discount rate of 7% per annum. Evaluation of options will not obligate the Government to exercise the option(s).

BASIS FOR AWARD

- a. Only one contract will be awarded as a result of this request for proposals. Award will be made on the basis of a combination of the technical excellence and total price to that responsible offeror submitting the offer considered most advantageous to the Government in accordance with the evaluation criteria set forth in this Request for Proposal.
- b. The Government may award a contract, based on initial offerors received, without discussions of such offers. Accordingly, each initial offer should be submitted on the most favorable terms, from a price and technical standpoint, which the offeror can submit to the Government.
- c. If several responsible offerors submit proposals which are grouped so that a moderate change in the price or the technical proposals or both would make any one of the group the most advantageous offeror to the Government, further negotiation shall be conducted with all prospective contractors in the group. Final selection will then be made of the proposal which will be the most advantageous to the Government.
- d. As stated in Section L, technical capability is more important than price. The lowest price will not necessarily receive the award.

SPECIFIC EVALUATION CRITERIA

AREA 1. SUPPLY OPERATIONS

FACTOR 1. MANPOWER AND ORGANIZATION

SUBFACTOR 1. PROPOSED MANPOWER

Proposal should contain the offeror's proposed manpower staffing by shift and skill classification for each organizational element for the basic period and all option years. Sufficient details should be provided to support manpower requirements for each specified workload area, including plans for personnel utilization (full-time, part-time, temporaries, cross utilization). The proposal should contain substantiation for proposed manpower levels and rationale for proposed skill level mix for each element in the organization.

SUBFACTOR 2. ORGANIZATIONAL STRUCTURE

Proposal should contain an organizational chart and should address the offeror's plan for a sound organizational structure with rationale for the proposed organization and should clearly state/define functional responsibilities for each organizational element.

SUBFACTOR 3. KEY PERSONNEL SUPPLY MANAGEMENT/OPERATIONS EXPERIENCE

Proposal should address quality of offeror's executive and top supervisory personnel as verified by names, resumes and availability date for key management personnel from senior on-site manager through branch chief level. Proposal must include release/retirement date for key personnel on active duty as of the date of proposal submission and show clear evidence of a management team that has experience in supply operations.

FACTOR 2. UNDERSTANDING THE MISSION

SUBFACTOR 1. POLICIES AND PROCEDURES

Proposal should show:

- a. Policy concerning the responsibilities of the on-site manager and key personnel which clearly defines their level of authority in establishing policy, implementing new procedures and contract modifications.
- b. A thorough description of how the offeror intends to meet or exceed performance work statement requirements through establishment of policies and procedures that will provide responsibility for all contract functions. This description must include realistic policies and procedures that will accomplish requirements during normal and contingency operations.
- c. The policies and procedures for covering absence of employees assigned to "one-deep" manpower positions.
- d. Policy concerning mission performance provisions within labor union collective bargaining agreements, if applicable.
- e. Plans for use of government provided facilities.

SUBFACTOR 2. TRAINING AND CERTIFICATION

Proposal should address the offeror's policies and procedures in detail for training to include initial, annual, special certification and cross utilization training (CUT), where applicable, beyond contract performance start date. Additionally, the proposal should address employee skill areas requiring training/certification/CUT, the frequency of training and how training/certification will be administered to include the verification process.

SUBFACTOR 3. CONTRACT PERFORMANCE CHALLENGES

Proposal should address the offeror's realistic assessment of the most significant contract performance challenges that are anticipated to occur after the contract start date to include solutions to expected problems.

FACTOR 3. MOBILIZATION PLAN

SUBFACTOR 1. RECRUITMENT PLAN

Proposal should address a sound recruitment plan; an analysis of the local area for available personnel with the required skills and a recruiting approach that will attract the skill qualities and quantities required to perform the contract. The proposal should explain the type of recruiting methods to be used in recruiting needed personnel.

SUBFACTOR 2. MOBILIZATION STAFFING/TRAINING/CERTIFICATION PLAN

Proposal should show:

- a. A mobilization plan that provides, by organizational element and skill classification, a sufficient number of skilled (fully qualified) employees to assume responsibility for all facets of the operation when the contract performance period commences.
- b. The type and length of training required by skill classification and how training certification will be accomplished.
- c. The advance party planned date for start of on-base operation, planned interface during phase-out of incumbent contract employees prior to the end of the changeover schedule and in-processing actions.

SUBFACTOR 3. EQUIPMENT AND FACILITY TRANSFER PLAN

Proposal should address the offeror's plan for transfer of government equipment and facilities, as well as exceptions to adequacy of government furnished equipment and facilities.

SUBFACTOR 4. MOBILIZATION CHALLENGES

Proposal should address the offeror's assessment of the most significant mobilization challenges expected during mobilization/changeover to include solutions to anticipated problems in order to achieve full capability upon commencement of the contract performance period.

FACTOR 4. PAST EXPERIENCE

SUBFACTOR 1. SUPPLY OPERATIONS

Proposal should provide information on offeror's past experience in base level supply operations, to include number of employees, direct labor hours expended, level of support, type of management and length of contract period. Proposal should identify current and past government contracts with points of contact for each contract to include the name, address and telephone number of the customer, Government Agency and Contracting Officer.

AREA 2. FUELS OPERATIONS

FACTOR 1. MANPOWER AND ORGANIZATION

SUBFACTOR 1. PROPOSED MANPOWER

Proposal should contain the offeror's proposed manpower staffing by shift and skill classification for each organizational element for the basic period and all option years. Sufficient details should be provided to support manpower requirements for each specified workload area, including plans for personnel utilization (full-time, part-time, temporaries, cross utilization). The proposal should contain substantiation for proposed manpower levels and rationale for proposed skill level mix for each element in the organization.

SUBFACTOR 2. ORGANIZATIONAL STRUCTURE

Proposal should address the offeror's plan for a sound organizational structure with rationale for the proposed organization and should clearly state/define functional responsibilities for each organizational element.

SUBFACTOR 3. PERSONNEL FUELS MANAGEMENT/OPERATIONS EXPERIENCE

Proposal should address quality of offeror's personnel as verified by names, resumes and availability date. Proposal must include release/retirement date for key personnel on active duty as of the date of proposal submission and show clear evidence of a management team that has experience in fuels operations.

FACTOR 2. UNDERSTANDING THE MISSION

SUBFACTOR 1. POLICIES AND PROCEDURES

Proposal should show:

a. a thorough description of how the offeror intends to meet or exceed performance work statement requirements through establishment of policies and procedures that will provide responsibility for all contract functions. This description must include realistic policies and procedures that will accomplish requirements during normal and contingency operations.

b. The policies and procedures for covering absence of employees assigned to "one-deep" manpower positions.

c. Policy concerning mission performance provisions within labor collective bargaining agreements, if applicable.

d. Plans for use of government provided facilities.

SUBFACTOR 2. TRAINING AND CERTIFICATION

Proposal should address the offeror's policies and procedures in detail for training to include initial, annual, special certification and cross utilization training (CUT), where applicable beyond contract performance start date. Additionally, the proposal should address employee skill areas requiring training/certification/CUT, the frequency of training and how training/certification will be administered to include the verification process.

SUBFACTOR 3. CONTRACT PERFORMANCE CHALLENGES

Proposal should address the offeror's realistic assessment of the most significant contract performance challenges that are anticipated to occur after the contract start date to include solutions to expected problems.

FACTOR 3. MOBILIZATION PLAN

SUBFACTOR 1. RECRUITMENT PLAN

Proposal should address a sound recruitment plan; an analysis of the local area for available personnel with the required skills and a recruiting approach that will attract the skill qualities and quantities required to perform the contract. The proposal should explain the type of recruiting methods to be used in recruiting needed personnel.

SUBFACTOR 2. MOBILIZATION STAFFING/TRAINING/CERTIFICATION PLAN

Proposal should show:

- a. A mobilization plan that provides, by organizational element and skill classification, a sufficient number of skilled (fully qualified) employees to assume responsibility for all facets of the operation when the contract performance period commences.
- b. The type and length of training required by skill classification and how training certification will be accomplished.
- c. The advance party planned date for start of on-base operation, planned interface during phaseout of incumbent contract employees prior to the end of the changeover schedule and in-processing actions.

SUBFACTOR 3. EQUIPMENT AND FACILITY TRANSFER PLAN

Proposal should address the offeror's plan for transfer of government equipment and facilities, as well as exceptions to adequacy of government furnished equipment and facilities.

SUBFACTOR 4. MOBILIZATION CHALLENGES

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Proposal should address the offeror's assessment of the most significant mobilization challenges expected during mobilization/changeover to include solutions to anticipated problems in order to achieve full capability upon commencement of the contract performance period.

FACTOR 4. PAST EXPERIENCE

SUBFACTOR 1. FUELS OPERATIONS

Proposal should provide information on offeror's past experience in base level fuels operations, to include number of employees, direct labor hours expended, level of support, type of management and length of contract period. Proposal should identify current and past government contracts with points of contact for each contract to include the name, address and telephone number of the customer, Government Agency and Contracting Officer.